

BROOKSIDE COMMUNITY, INC.
Special Executive Meeting – January 31, 2014

PRESENT: Victor Enos, Richard Glines, Beverly Schofield, Jean P. Skibinski, Barbara Smith, Bill Wheatley. Donna Metzgar was absent. A quorum was present.

This special meeting was called to order at 7:10 p.m. by President Enos for the purpose of discussing BCI's adherence to county law in connection with building rentals, after a meeting with County authorities on January 30 attended by Messrs. Enos and Wheatley

Security service for rentals is available through the Community Services Unit of the County Police. Gettier Security is a reputable, licensed security service that has offered to provide security services at the rate of \$22/hour. An alternate discussed was using a trustee to monitor rental events.

Most important is security and safety and complying with New Castle County law. BCI can be cited for violations; however, if a Board member reports a violation, no action will be taken against BCI. Our county liaison is Sr. Cpl. Wesley Reynolds, Sr. who can be reached at (302)395-8050, or voice mail at (302)395-8055.

It was moved (Wheatley/Glines) to cancel all existing rental contracts until a new updated contract is approved by the BCI Board and the County. The building will not be rented until a new contract is approved by all parties. The motion was unanimously approved.

A telephone consultation with BCI counsel provided guidance that BCI take whatever measures are appropriate and reasonable. We must insure that the noise ordinance is enforced.

Mr. Wheatley distributed the 1/10/14 letter from the County Office of Law, with Sec. 22.02.006 – Disorderly Premises, and copies of Noise Ordinance Section 22.02.007 of the New Castle Code.

The most reasonable security option was determined to be Gettier Security. It was moved (Glines/Smith) to contract with Gettier Security to handle security for all hall rentals and unanimously approved. BCI will charge renters \$25/hour to include the additional administrative costs involved. Gettier's service agreement includes all necessary insurance with one week's prior notice required for service. Keys will be provided for security to open and close the building.

The meeting adjourned at 9:00 pm.

Jean P. Skibinski, Secretary

BROOKSIDE COMMUNITY, INC.

Recommended Modifications to Hall Rental Contract via Board Consensus 1/28/14

1. Limit occupancy to 75 with monitoring.
2. Arrange for security services when appropriate. Two Board members required to review necessity for security services.
3. Review rental time slots – suggested 8am-2pm and 4pm-10pm
4. Maintenance personnel responsible for general monitoring, keys and opening and closing facility.
5. Install wall sconces to restrict turning off all lighting.
6. Insure enforcement of County Noise Ordinance (9pm – 8 am)
7. All Teen parties must have security. No alcohol permitted. No readmittance permitted if individual leaves hall to smoke or for other reasons.
8. Establish Code of Conduct Rules.
9. No fog machines permitted. Hazers are permitted.
10. Felony charge against renter for lying on contract.

BROOKSIDE COMMUNITY, INC.

Recommended Modifications to Hall Rental Contract via Board consensus 1/28 & 1/31/14:*

- 1. Limit occupancy to 75 with monitoring. ALL MONITORING TO BE PERFORMED BY LICENSED SECURITY COMPANY.**
- 2. Arrange for security services when appropriate. Two Board members required to review necessity for security services. CONTRACTED SECURITY REQUIRED FOR ALL RENTALS. RENTER TO PROVIDE GUEST LIST.**
- 3. Review rental time slots – suggested 8am-2pm and 4pm-10pm) UNDECIDED. IF NOISE IS EXCESSIVE, FUNCTION TO BE SHUT DOWN AT 9:00 PM**
- 4. Maintenance personnel responsible for general monitoring, keys and opening and closing facility. SECURITY WILL BE RESPONSIBLE FOR KEYS.**
- 5. Install wall sconces to restrict turning off all lighting. BIDS TO BE SOLICITED**
- 6. Insure enforcement of County Noise Ordinance (9pm – 8am)**
- 7. All teen parties must have security. No alcohol permitted. No readmittance permitted if individual leaves hall to smoke or for other reasons. NO TEEN PARTIES (AGES 11-21) TO OUTSIDERS. RESIDENTS OF BROOKSIDE WILL BE CONSIDERED WITH APPROPRIATE GUEST LIST AND SECURITY. NO ALCOHOL PERMITTED ON PREMISES.**
- 8. Establish Code of Conduct Rules.**
- 9. No fog machines permitted. Hazers will be permitted.**
- 10. Felony charge against renter for lying on contract. CIVIL SUIT WILL BE BROUGHT BY BCI IN CASES OF RENTER LYING OR PROVIDING MISINFORMATION.**

NOTE; RENTAL FOR COMMUNITY BUILDING INTENDED PRIMARILY FOR EVENTS SUCH AS MEETINGS, BABY OR WEDDING SHOWERS, FUNERAL RECEPTIONS, AND FAMILY CELEBRATIONS, CONSIDERING LIMITED OCCUPANCY PERMITTED.

**Note: Caps indicate decisions at 1/31/14 meeting
Lower case shows original list provided to County.**

BROOKSIDE COMMUNITY, INC.
Executive Meeting Minutes – January 28, 2014

PRESENT: Victor Enos, Richard Glines, Donna Metzgar, Beverly Schofield, Jean P. Skibinski, Barbara Smith, Bill Wheatley – A quorum was present

The meeting was called to order at 7:05 pm by President Enos.

Minutes of the meeting of December 17, 2013, were approved as presented.

Minutes of the special meeting of January 8, 2014, were approved as presented.

Mr. Wheatley reported that a meeting has been scheduled with the County regarding the rental of the hall, as a result of the December 28 shooting. He and Mr. Enos will attend the meeting on December 30 and Ms. Diller has agreed to be present. He provided all members with copies of the noise ordinance for which BCI has been cited several times due to renter violations.

No Treasurer's Report was available for December, but will be provided at the next meeting. BCI has not yet filed for state reimbursement for snow removal, but this should be done promptly. No figures were available on the total cost of snow removal to date. Clarification on the charge for pizza at the Christmas party indicated that the arrangement was buy one/get one free. Other expense questions will be clarified when a financial report is presented.

Mr. Enos reported that bathroom insulation and tiling was in progress by our maintenance personnel. Mr. Wheatley handled the frozen pipes in the restroom area by turning off the water with minimal damage.

Other discussion regarding maintenance included discussion of additional security cameras throughout the area, and particularly facing the building from the direction of Marrows Road. BCI needs to check with Delmarva whether it is permissible to install a camera on one of their power poles. Cameras are also recommended for the storage building on Route 4, as well as in parkland areas.

Mr. Enos also suggested a website for BCI, and a community logo.

A new contract needs to be negotiated with GNBL for use of the baseball complex. It was noted that the Hoeflinger/BCI sign had been removed and **MUST** be replaced. Mr. Allen will be contacted about this matter. Efforts should be made to negotiate and sign a contract prior to start of the baseball season.

Discussion followed about contracting use of the soccer fields. Residents in the surrounding area are vehemently opposed to this in view of the noise and parking problems created in the past.

A detailed discussion was held regarding improvements in our bulding rental procedures. Attached is a list of the items developed, which will be presented in our meeting with New Castle County.

Mr. Enos recommended that Louis DeRienzo be appointed chair of the Activities Committee. It was also stressed by Ms. Schofield that an Audit Committee and an Elections Committee must be appointed promptly. He also proposed that a Drug and Violence Safety Day be planned for the future.

Originally members of the BCI Board represented specific areas of the community. This provides residents with an individual to speak with when they have questions or concerns. Assignments were made as follows:

C-East – Ms. Schofield, C-West – Mr. Glines, M-West – Mr. Enos, M-East – Mr. Wheatley, Big K – Ms. Skibinski, Little K – Ms. Smith and Ms. Metzgar.

Mr. Enos will attempt to get Kris Kenny to attend a Civic Meeting to explain to residents about the expansion of the local Shoprite to alleviate concerns of it closing.

Mr. Wheatley reported that the grant proposal (covering major building and parking improvements, playground equipment, etc) had been mailed to Delaware Community Foundation. While BCI hopes to be included, information indicates that DCF has received a large volume of requests which may not all be satisfied.

The meeting adjourned at 9:36 p.m.

Jean P. Skibinski

Secretary

Attachment: Proposed BCI Rental Restrictions

BROOKSIDE COMMUNITY, INC.
Executive Meeting Minutes – February 18, 2014

PRESENT: Victor Enos, Richard Glines, Donna Metzger, Beverly Schofield, Jean P. Skibinski, Barbara Smith, Bill Wheatley – A quorum was present

GUEST: Linda Seltzer, Chair of Finance/Audit Committee

The meeting was called to order by President Enos at 7:10 pm.

Linda Seltzer presented two budgets developed by the Finance/Audit Committee for the year 2014-15. The BCI Budget covers income from the \$55 annual assessment and standard maintenance/operating costs. The B-Park budget covers income from building rentals, baseball, activities and miscellaneous income primarily to fund snow removal and related functions. It was recommended that two different operating accounts be established to deal with these two separate functions.

Minutes of the February 18 meeting were approved as presented.

Minutes of the March 4 meeting were approved with one correction. Ms. Schofield, not Ms. Metzgar checked into the trash removal costs. Ms. Schofield found that the latest bill was correct at the lower rate. The higher amount shown before was under the old contract.

Ms. Skibinski reported that she and Mr. Wheatley were present for the Dept. of Labor Audit on March 13 conducted by Ms. Wynell M. Scott. Missing were W-2 and W-3 forms for 2012. Mr. Wheatley reported that Mr. Fehringer agreed to provide copies. These need to be forwarded to Ms. Scott, along with a list of all property owners. Also a \$500 error in the 10/31/12 Unemployment Insurance Report will result in additional charges.

The proposed contract for GNBL was distributed and reviewed by the Board. It was agreed to return the \$350 deposit from the previous year to GNBL, with the return of the \$50 fine paid by BCI to be resolved when the payment is returned from the County. The problem stemmed from the Baseball Security being identified as BCI by the County. This was a matter that should have been resolved by GNBL in separating the two sites.

It was moved (Glines/Metzgar) to proceed with the 2014 contract with GNBL at the rate of \$600 for the Hoeflinger Field, \$100 for the T-Ball Field, with a security deposit of \$350 and \$25 per violation, for the period of 3/1/14-12/1/14, with appropriate insurance and other documents provided at signing. The motion was unanimously approved.

Ms. Schofield was requested to provide a signed copy of the reprimand letter.

BROOKSIDE COMMUNITY, INC.
Executive Meeting Minutes – February 18, 2014

PRESENT: Victor Enos, Richard Glines, Donna Metzgar, Beverly Schofield (arrived 7:40 pm), Jean P. Skibinski, Barbara Smith, Bill Wheatley – A quorum was present.

GUESTS: David Allen and Sandra Riveros of GNBL, Shadrak Johnson of Gettier Security.

The meeting was called to order at 7:08 pm by President Enos.

Dave Allen discussed the NCC Alarm Citation at the baseball field. He indicated that there were multiple alarms previously, but none were responded to by the police. In 2013 three alarms occurred, but no police were dispatched to Marrows Road. Discussion regarded the \$50 fine paid in behalf of GNBL by BCI. Mr. Allen stated that it should not have been paid, since it was addressed to GNBL, and that BCI should contact the county for a refund. GNBL does not receive mail at 915 Marrows Road, but uses a PO Box. He stated that any future mail addressed to GNBL should be refused by BCI and returned to sender. Bill Wheatley reported that he contacted Cpl. Abbott and the billing source prior to making payment, which was done to avoid late charges.

Mr. Enos indicated that a special meeting will be scheduled to negotiate a baseball contract for 2014 with GNBL. Mr. Allen and Ms. Riveros departed following this discussion.

Shadrak Johnson attended to represent Gettier Security and answer any questions about operations. He indicated that normally they provide two security guards when a function exceeds 70 people. If a situation appears to be getting out of control, the guard/guards on duty immediately call the mobile supervisor, who will then contact a BCI Board member to contact police. Gettier staff normally follow security guidelines in accordance with the owner's preferences. It was stressed that the County noise ordinance must be strictly followed due to the proximity of family residences. A contract will be negotiated with Gettier to provide security at rental functions. Mr. Johnson departed following the discussion.

Minutes of the Executive Meeting of January 28, and Special Executive Meetings of January 31 and February 4 were approved as presented.

Rental Contract Revisions proposed by counsel were reviewed, with the following changes recommended:

Rules & Regulations – Item 5 – Add "PHOTO" ID.

Item 21 was described as vague and needed clarification as follows:

Mr. Wheatley reported he had no information on the status of the two grant applications submitted. Mr. Enos reported that he learned that both had been rejected by the Delaware Community Foundation in view of the large number of requests submitted.

Mr. Enos reported the following schedule of events for the year:

Egg Hunt – April 12 – Rain date April 13 – from 9:00 am to 11:00 am - Ages 1-10
Flea Market – May 17 – Rain date May 24
Community Clean-up Day – June 7 – BCI Bldg only – 7:00 am – 10:30 am
Classic Car Show – June 15 – Noon – 4:00 pm
July 5 Parade – tentatively 10:00 am – 2:00 pm. (Brookside Blvd – Marrows Rd.)
Public Safety Day – Sept. date to be announced
Halloween – TBA
Fall Flea Market – TBA
Christmas Parade and Party – Dec. 13 – rain date Dec. 20 – details TBA

Ms. Smith provided information on lighting sconces for Board review. Board members preferred more stable designs and Ms. Smith will check into types of bulbs required in the various designs.

Ms. Metzgar reported that no snow reimbursement check has been received to date from DeIDOT.

Mr. Wheatley provided a report on music/noise problems at the March 15 rental. He spent many hours monitoring the situation, and finally closed the party down about 10:30 pm when excessive drinking created a rowdy situation. He reported he will not be available to monitor the March 22 wedding reception scheduled for the building. Mr. Enos will contact Gettier Security for coverage of that event.

Discussion followed regarding the increased cost of rentals due to the security requirement. It was moved (Metzgar/Glines) to reduce rental rates for residents to \$125 plus \$150 for security, bringing the total to \$275. For non-residents the new rate will be \$250 plus \$150 for security, bringing the total to \$400. The regular security deposit of \$250 will remain the same. The motion was unanimously approved.

Mr. Wheatley reported that due to health issues he may be forced to take a leave of absence from the Board.

The meeting adjourned at 10:05 p.m.

Jean P. Skibinski

Secretary

If music or noise from inside the building can be heard fifty feet beyond the exterior wall of the building, the noise/music must be lowered.

Item 22 – Add: maximum RENTAL capacity.

In view of the requirement for security, change rental charges in Item 2 as follows:

Change resident charge to \$325.00, and non-resident charge to \$500.00. The hourly rate increases to \$75.00/hour. Any additional security as determined by Brookside will be charged at the rate of \$25.00 per hour.

All pages of the contract and addendum must be numbered. (8 pages)

Contracts will be signed by the President or Vice President of BCI, and Janis Brown will witness all signatures.

It was moved (Wheatley/Glines) to accept the revisions recommended above and unanimously approved. Revised copies were prepared by Ms. Metzgar and distributed to Board Members.

A discussion followed regarding the Brookside Facebook page under the domain of Mr. Enos, which is a personal site. It was moved (Wheatley/Metzgar) that BCI arrange to set up a web site for official community information and that Mr. Fernando be requested to proceed with the set up, The motion was unanimously approved

Payment of the final bill of \$620.12 from the auditor has been held up pending resolution of the \$9,500 unidentified item in their report. A letter will be sent to Mr. Giordano requesting a breakdown of these billed reimbursements, with documentation, as well as eliminating late charges in view of the auditor not responding to repeated inquiries for details.

It was moved (Wheatley/Skibinski) to appoint Linda Seltzer, Susan Meany, and board member Beverly Schopffield to the Audit Committee, and approved with one abstention. Clarification was made in discussion that the function of the Audit Committee appointed by the former administration terminated with the end of that administration.

The meeting adjourned at 10:10 pm.

Jean P. Skibinski

Secretary

BROOKSIDE COMMUNITY, INC.
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It was moved (Wheatley/Skibinski) to appoint Linda Seltzer, Susan Meany, and board member Beverly Schofield to the Audit Committee, and approved with one abstention. Clarification was made in discussion that the function of the Audit Committee appointed by the former administration terminated with the end of that administration.

The meeting adjourned at 10:10 pm.

Jean P. Skibinski

Secretary

BROOKSIDE COMMUNITY, INC.

Special Executive Meeting – February 4, 2014

PRESENT: Victor Enos, Richard Glines, Donna Metzgar, Beverly Schofield, Jean P. Skibinski, Barbara Smith, Bill Wheatley

Following the civic meeting, a special executive meeting was called to order by Mr. Enos at 9:25 pm to discuss letters received from Susan Meany and Linda Seltzer to fill open positions on the BCI Board.

After reviewing a decision made by consensus at the March 19, 2013 meeting not to fill vacant board positions but to request applicants to serve on BCI committees, it was recommended by the board to continue this policy. Accordingly the applicants will be offered the opportunity to chair the Audit Committee and the Nominations and Elections Committee.

The meeting adjourned at 9:50 p.m.

Jean P. Skibinski

Secretary

This year's audit situation has gotten way out of hand, and it is totally unnecessary. There should be no question that the task the audit committee is charged with requires that it have access to all records of income and spending, including the check register, bank statements, credit card history, employee timecards and remuneration, other bills and receipts, and anything else they need to fulfill their duty to the community. As long as the committee puts its requests for these records in writing and states the purpose for said requests, the requested items should be forthcoming with no delay (at the appropriate time) as long as they relate to income or spending in the 2013-2014 fiscal year. There is no need for anyone to check with so-and-so to get permission to share this information. I agree with our secretary that any property owner in our community who has paid his assessment has a right to see how his taxes are being spent, and that means opening up the check register and credit card records, examining receipts, and so on. It is especially important that the audit committee have access to this information.

However, to borrow a phrase from one of my esteemed colleagues, having that said, our by-laws state, "Audits shall be made within thirty (30) days following the close of the fiscal year and within ten (10) days following the appointment of a new treasurer." While I appreciate the audit committee's enthusiasm, it is technically out of order requesting any of the aforementioned records at this time. Letters requesting the records sought may be written and presented, but since the fiscal year doesn't end until April 30, there is no obligation on the part of the administration to produce said documentation until then.

Richard Glines, Director

3/26/14

BROOKSIDE COMMUNITY, INC.

Special Executive Meeting Minutes – March 16, 2014

PRESENT: Victor Enos, Richard Glines, Donna Metzgar, Beverly Schofield, Barbara Smith, Jean P. Skibinski A quorum was present.

The meeting was called to order at 7:10 pm primarily to address a complaint from Janis Brown about harassment by Ms. Schofield and Ms. Seltzer, members of the Finance/Audit Committee, in requesting audit materials. Ms. Schofield stated that they went to the office to secure financial materials since written requests had not been fulfilled. Ms. Schofield volunteered to apologize to Ms. Brown. At the request of the President, Ms. Schofield left the meeting. Mr. Glines comments are attached to these minutes.

Mr. Enos also chastised Ms. Schofield for not returning the letter of reprimand previously sent, and the unsigned letter was turned over to the secretary.

It was moved (Smith/Metzgar) to remove Ms. Schofield from the Board, and approved with three yes votes and two nays.

The secretary was instructed to prepare a letter notifying Ms. Schofield of her termination.

Discussion followed that residents of Brookside are entitled to have access to minutes or other materials requested. A question regarding access to the recordings of meetings was denied by the president who stated that those recordings are his property and will not be available until he leaves office.

The matter of security for rentals of the building was discussed. Gettier appears to be reluctant to provide a written proposal or contract, and other security providers will be contacted. The wedding reception on March 22 was covered by county police at \$61/hour. The understanding was that two directors would sign off on the need for security at rentals; however, with Mr. Wheatley's resignation, another signer is needed.

Ms. Smith indicated that she would bring sample sconces for board members to inspect. It was pointed out that the type of bulb used was an important factor. Members can go to Lowe's to inspect display samples if they desire.

Ms. Skibinski provided information on a recognition plaque to be presented to Mr. Wheatley. Selections were made by the Board and it was moved (Skibinski/Smith) to proceed with ordering at Golden Sayings, Inc. at a cost not to exceed \$150. The plaque will be presented at the May Civic Meeting.

The meeting adjourned at 9:20 pm.

Jean P. Skibinski

Secretary

BROOKSIDE COMMUNITY, INC.
Executive Meeting Minutes – March 4, 2014

The meeting was called to order by President Enos at 9:05 pm following the Civic Meeting.

A discussion followed concerning a possible overrun on the snow plowing budget, in view of DelDOT reimbursements not having been received to date.

It was moved (Wheatley/Glines) to take \$10,000 from Returned Security Deposit Account, if necessary, until state reimbursement is received, and approved with 1 nay.

Two hall rental contracts currently exist and Mr. Wheatley agreed to act as security for these events.

The revised rental contract was reviewed by the county and found satisfactory.

The GNBL rental contract for 2014 season will be reviewed at the next executive meeting.

Treasurer Metzgar is checking into possible overcharges for trash removal.

The meeting adjourned t 10:10 pm.

Jean P. Skibinski

Secretary

BROOKSIDE COMMUNITY, INC.
Special Executive Meeting Minutes – April 1, 2014

PRESENT: Victor Enos, Richard Glines, Donna Metzgar, Barbara Smith, Jean P. Skibinski

The meeting was called to order at 9:10 p.m. for the purpose of selecting sconces to be installed in the community building hall. Ms. Smith provided two samples previously selected by Board members from photographs. After inspection the unanimous choice was a metal-framed fixture which was considered more durable.

Mr. Enos requested Mr. Glines to meet with him and a representative of Richards Paving in reference to the parking area at Hoeflinger Field.

Mr. Ernest Payne, the resident at 19 Mercer, is again pressing for an agreement to clear the lien on his property due to years of non-payment of the annual assessment. It was proposed by Mr. Enos and Ms. Metzgar that we accept his offer of \$4,800 in settlement, approximately 80% of the full amount due. In order to be fair to all delinquent homeowners, Mr. Enos proposed that BCI schedule an "Amnesty Day" when delinquents can come in and pay off their debt with a 20% discount, with the understanding that if in future they neglect to meet their assessment obligations, the 20% discount would again be added to the amount due. An opinion will be requested from legal counsel before such plans can proceed.

The meeting adjourned at 9:30 p.m.

Jean P. Skibinski

Secretary

BROOKSIDE COMMUNITY, INC.
Executive Meeting Minutes – May 20, 2014

PRESENT: John Dash, Richard Glines, Victor Enos, Donna Metzgar, Roger O'Dell, Jean Skibinski, Barbara Smith A quorum was present
Guest: Joseph M. Deluca from SBGA (Small Business Growth Alliance)

The meeting was called to order at 7:15 p.m. by President Enos.

Minutes of the April 15 meeting were approved as presented. (Glines/Metzgar)
Minutes of the May 1 meeting were approved as presented. (Glines/Metzgar)
Minutes of the May 6 meeting were approved with the following addition: Mr. Enos surrendered his ATM card as required by the censure letter and Ms. Metzgar returned it to the BCI Office. (Glines/Metzgar).

Ms. Metzgar reported that the Labor Dept. Audit on May 19 by Ms. Wyndell Scott was quickly resolved. Two employee payroll items were reversed by our accountant which skewed the report. Ms. Scott was able to transfer the charges to the correct employees with no change in tax charges.

Mr. Enos made a presentation of work and activities that had been accomplished during his tenure.

Insurance questions regarding the Fathers' Day Car Show were resolved. Nationwide informed BCI via email that any activities on BCI grounds are covered by our policy. However, any vendors who participate must carry their own liability insurance in order to participate. No registration fee is being charged to participants displaying their cars. Expenses to BCI should be minimal with only printing costs for fliers and rental of a porta-potty.

A question about the purchase of the light bar for the BCI truck was clarified. According to current by-laws the President may approve purchases up to \$500, with no indication that Board approval is required. The \$194 cost for the light bar falls within this category. Mr. Glines indicated that the by-laws revisions currently in progress will consider revisions to this section.

Ms. Metzgar reported that there were 35 vendors at the flea market with a net income of \$525. Many requested to participate in the flea market on the third Saturday of October. Upon surveying the participants, it was found that almost half were residents of Brookside who preferred to use the flea market rather than a yard sale.

Ms. Metzgar reported that Carmax approached her regarding their playground project, where they provide playground equipment without cost. Their only requirement is that a sign be installed to inform users that the equipment has been donated by Carmax. She will follow up for more details. It was the consensus of the Board that the best site would be off Marrows Road where defective equipment had been removed. However, all community playground sites will be reviewed before a final decision is made..

Mr. Enos introduced the guest, Joseph Deluca of SBGA, who presented information on their credit card program. SBGA serves small businesses and organizations. Their service includes the following annual costs: Service - \$134/year; Annual Fee - \$59/year; Monthly fee at \$10 = \$120/year. The charge for using debit cards is usually \$.50. Other types of cards range in percentages between 1.69% and 3.2% depending on many factors. He indicated that charges cannot be reversed for security deposits. Further research will be done by the Treasurer on accepting credit cards.

An application for employment was received from a long-time Brookside resident, Stan Kaminski. Board members reviewed his resume and references and it was moved (Metzgar/Skibinski) and approved that Mr. Dash interview him further and if satisfactory offer him \$12/hour to start with a 60-day probationary period.

It was reported that a tree has split in Little K parkland and needs immediate removal. Mr. O'Dell will check on costs with contractors to expedite removal of this safety hazard. Mr. Enos is arranging removal of barricades with Paul Simeone, owner of Chesmar Plaza. He is also checking with Delmarva Power to have trees trimmed that were overlooked when Asphlund was working in this area.

It was moved (Metzgar/Smith) and approved to spend up to \$600 for paint for the Utility/Lions Building on Route 4. Lions Club members have volunteered to do the painting on Saturday, May 24. Four proposals have been received to replace the roof on the building, and two additional roofers were recommended. Mr. Glines will follow up to get estimates.

Estimates will be solicited for fencing, concrete replacement of walkways to parkland, brick pointing of building, seal coating and repair of driveway to Community Building (Mr. Dash) and snow removal (Mr. Glines). It was the Board's consensus that the chair and table racks for the building can be refurbished and used for another year.

Mr. Enos reported that he is in touch with DelDOT regarding work on Old Newark Road currently scheduled for 2015. He also reported that he is in contact with the University regarding the basketball court at Little K, since they sometimes fund community recreational areas. DelDOT will be requested to do a leaf clean-up along Marrows Road in the fall which will reduce the plugged drain problem. He is looking into rain barrels which are free. The State schedules paper shredding and he will look into a shredding date for our area; it would be a good idea to incorporate this with Clean-up Day if possible. He plans to get a speaker from Delmarva for the September Civic Meeting to discuss extending natural gas lines in the community. If at least 15 residents in a given area request a line, arrangements can be made to bring natural gas into the area. The June Civic Meeting will have a guest speaker on breast cancer.

Mr. Enos reported that the truck needs brakes at a cost of about \$90. Also the mower needs tires replaced and Mr. Dash reported these are purchased from Suburban. We also still need a 35' pole for the outside camera overlooking the community building area.

Complaints have been received regarding the burned out house on Kullen. Ms. Skibinski will contact Ms. Diller to see what county action can be taken regarding this property.

Members of the Board agreed to assist in placing notice of meeting signs in their respective neighborhoods on the Mondays prior to Civic Meetings

Ms. Skibinski reported that currently three residents have agreed to serve on the Elections Committee. An effort will be made to recruit two additional volunteers. It was moved (Skibinski/Glines) and approved to use the BCI seal to validate all ballots. This was discussed with counsel previously and there is no legal objection to it. It eliminates the possibility of ballots being duplicated and insures a credible election.

Ms. Metzgar reported that she is looking into collection agencies as an alternative to e-filing. Their rates range from 50% to 20%, but collections average at least 87%. It was moved (Metzgar/Dash) and unanimously approved to list delinquent accounts in the next Brooksider together with the statement that BCI is looking into turning accounts over to a collections agency.

The meeting adjourned at 10:36 p.m.

Jean P. Skibinski, Secretary

BROOKSIDE COMMUNITY, INC.

EXECUTIVE MEETING MINUTES – May 6, 2014

Following the civic meeting, President Enos called the meeting to order at 9:05 p.m.

Mr. Enos apologized to the Board for proceeding with fence removal at Little K basketball court without checking with the Board. He reported that the county sewer project is scheduled to be repaired in June and is currently out for bids. He has been in touch with Jerry Bedford and Rep. Osienski regarding work on Old Newark Road at Cameron Lane.

While BCI pays for lighting in parkland, a recent drive-through noted that many lights were out and needed replacement. It is important that these outages be reported promptly, since BCI pays whether there is light or none.

Several repairs/improvements were discussed by board members including:

Roof replacement on maintenance bldg. – Mr. Glines will try to secure additional bids.

Fencing at Community Building – needs to be inspected to determine need for repair or replacement.

Resolution of suggested Amnesty Day for delinquent members.

Improvements to landscaping.

GNBL trash problem may require that funds be transferred from the security deposit to cover clean-up and field repairs.

Volunteers to be recruited to serve on Nominations & Elections Committee.

Due to a printing error in the Reybold Ad, it was suggested that they receive a free ad in the next Brooksider.

Whisman, Guardino Auditors are threatening suit to collect their unexplained \$600 charge.

Ms. Metzgar is looking into costs for collection agencies.

No explanation was provided for damage to the chain saw—who, how, why?

Mr. Dash recommended that a repair firm be contracted for all equipment repairs. Hooper was used in the past. He pointed out that equipment appears to be abused.

It was moved (Glines/Dash) and unanimously approved to reimburse Bob Strohl \$221.09 for mower parts he personally paid for.

The meeting adjourned at 10:10 p.m.

Jean P. Skibinski

Secretary

BROOKSIDE COMMUNITY, INC.
EXECUTIVE MEETING MINUTES – JUNE 17, 2014

PRESENT: John Dash, Victor Enos, Richard Glines, Donna Metzgar, Roger Odell, Jean P. Skibinski, Barbara Smith. A quorum was present.

GUEST: Atty. Michael J. Hoffman or Baird Mandalas Brockstedt LLC

The meeting was called to order by President Enos at 7:40 p.m.

Mr. Enos introduced Mike Hoffman who was attending to review procedures and answer any question Board members might have. He works with many Home Owner Associations in Sussex County and also works with the towns of Lewes and Rehoboth and others.

Although BCI is grandfathered under an earlier charter, he pointed out that some requirements of DUCIOA Section 81-119 may apply, including procedure for records requests by home owners. Unless there is malicious or harassment intent, such records should be provided. There needs to be good faith. Material can be provided during reasonable business hours, with five days written notice, including the purpose for the information. Personnel matters, of course, are confidential and cannot be provided. It is best to develop a standard form for requesting information.

In response to questions regarding by-laws revisions, Mr. Hoffman indicated that such actions are governed under the original charter documents and DUCIOA does not apply. A question regarding restrictions needs further research into the original charter.

According to DUCIOA, Mr. Hoffman stated that the Board may not remove the President and only by a vote of the homeowners can this be accomplished. He pointed out that BCI, despite differences, was functioning far more effectively than many HOAs. It is a matter of discussing and working out differences of opinion among the Board.

A question regarding the President's authority to spend up to \$500 according to current by-laws was addressed. While the by-laws permit such action, Mr. Hoffman indicated that it is the responsibility of the president to keep the Board informed of any such actions.

The Audit Committee is created to function independently to insure that financial records and procedures are followed. As such it is not recommended that the Board disband or interfere with its function, which could question integrity of operations.

The question of survey costs due to fence removal in Little K was discussed. Mr. Hoffman indicated that the fence removal was not done with malicious intent and that the maintenance corporation is responsible for the cost of surveying the area.

The Treasurer reported that the Audit Committee chair was responsible for removing attachments from the minutes of the May 1 meeting, and, therefore, she placed the documents in a separate file.

Mr. Hoffman left the meeting at 8:50 p.m.

Minutes of the May 20 Executive Meeting were approved as presented (Glines/Dash).

Mr. Glines will expedite a snow removal contract for the next winter season. He also agreed to develop an information request form as suggested by counsel.

A discussion followed regarding the June 8 rental when a resident reported presence in excess of the 75 occupancy limit. Mr. & Mrs. Metzgar came to investigate the problem and found that the Getier

security person was not properly equipped and not aware of the rules for use of the building.. Mr. Odell suggested that a Plexiglas closed bulletin board be installed where the rules can be posted permanently, as well as current minutes for residents' information. It was moved (Metzgar/Skibinski) to purchase and install the closed board and unanimously approved.

Mr. Enos pointed out that a Code of Ethics for the Board should be developed.

The secretary will review minutes records on file in the office to insure that they are complete.

The Audit committee will be informed that the Board requires their audit report no later than June 30. After review by the board, if required a meeting with the committee will be scheduled.

Currently there are three volunteers to serve on the Elections Committee. We continue to contact volunteer to join the committee. Meanwhile, the committee should be requested to begin work.

A discussion followed regarding the possible need for a new mower. Mr. Dash agreed to review information provided and research other sources. (\$6,000 - \$8,000 price range).

Roofing bids for the Service Building will be reviewed so that work can begin on the Service Building.

The meeting adjourned at 10:40 p.m.

Jean P. Skibinski, Secretary



Executive Board Meeting Minutes for July 16, 2014

2 messages

bahs1950@aol.com <bahs1950@aol.com>

Mon, Sep 8, 2014 at 9:44 PM

To: bcipark@gmail.com, donanana@yahoo.com, johndash@comcast.net, glinesre@yahoo.com, odellrl@comcast.net, bahs1950@aol.com

Executive Board Meeting Minutes for July 16, 2014

The meeting was called to order at 7:05 by Pres. Vic Enos all board members were present. Donna read the minutes and were approved as read by Richard Glines.

We discussed policies and procedures and it was agreed to use the request form that Richard had drafted for any information requested from the BCI office.

Completion of the audit. The audit committee once more time to complete. They have had well beyond time allowed by our bylaws. We reviewed the letter from the committee and the treasurer explained the items they requested. She explained and reviewed the items to the committee and to mark them as not available.

We discussed ordering of the display case from Amazon for \$204.35. Richard made the motion to order the display case and Rodger seconded the vote was unanimous.

Our accountant Bill Ferringer quit because of harassment. Donna suggested Jeanette Walters, she knows our books she does QuickBooks and nonprofit she's also a notary. She would do the accounting for the same price as Mr. Ferringer for \$75. Donna made a motion to use her on a trial basis until December then review. Motion was seconded by Richard and the vote was unanimous.

Donna tried to find a collection company that handles nonprofit but was unable. We discussed a woman that worked for MBNA she will inquire about this further offering her ten percent of what she collects large and small cases. Small being two years and under. We will pay for her e-filing classes, form 50 and expenses going to court.

Policies and procedures this is for ourselves, the board members. A code of contact to be signed by the board members. Discussions on topics stay with in the board.

Mr. Dash recommended that all boardmember votes are recorded with their answers yes or no the consensus was yes.

The lawyer which came to discuss the corporate law and any other questions of the board was \$900. This was allocated for in the budget. Outside discussions are still going on about the Decoya topic. Jean's resignation letter needs to be attached to the minutes. Because of the cost of the lawyer the consensus was that the lawyer is to be contacted by the president not all the members of the board.

The lawnmower purchase was tabled for price check and since the season is slowing down our mower should carry us till next season.

Little K ditch clean up Mr. Dash and Vic Enos checked out the area from rt.72 to AutoZone and it is totally overgrown. Mr. Wheatley informed Mr. Glines of a elder in the office for community run off ditch which has contacts for past cleanups and surveys. Bill also has a copy of the survey and information if needed.

Snow removal as of now we only have one estimate from Richards Paving. Donna will fax a few other companies with the specs and email the board members the results.

We discuss the sidewalk behind the BCI Building. We received an estimate which was \$5000. We felt this was too much so Mr. Dash will check on finding someone else to do the job.

We discussed the roof for the barn at 300 E. Chestnut Hill Rd. We received four estimates and we decided to hire A & M for \$8800 for 30 year shingles 28 sq. ft. The motion was made by Smith and Klines and the vote was unanimous.

Lights in the Parkland were discussed Vic has contacted Ed O. and Delmarva Power about cleaning the area of the trees and putting up lights. No response back from them as of yet. There is a tree down on the Martindale on the far side of the powerline it was suggested to call Stines for an estimate to remove. The playground equipment proposal from Carmax was denied. They do one per year and it went to Philadelphia.

The election committee We need to know who all is on it. Bill Wheatley and three others. We need to find out who they are and set up a meeting with the board. We discuss the number of people to be voted to the board the conclusion was undetermined. We tabled this topic in order to ask our lawyer his opinion.

We discussed people censured or previously terminated whether it was legal according to the decoya, corporate law, bylaws or grandfathered in. The consensus was to leave what was done in the past and move forward now knowing what the law states.

The meeting was adjourned at 9:30 respectively Barbara Smith

bahs1950@aol.com <bahs1950@aol.com>

Tue, Sep 16, 2014 at 10:12 PM

To: bcipark@gmail.com, donanana@yahoo.com, johndash@comcast.net, odellrl@comcast.net, glinesre@yahoo.com

[Quoted text hidden]



Victor Enos <bcipark@gmail.com>

Fwd: updated/ corrected civic meeting Aug, 5, 2014

5 messages

babs1950@aol.com <babs1950@aol.com>

Tue, Sep 16, 2014 at 10:17 PM

To: bcipark@gmail.com, johndash@comcast.net, donanana@yahoo.com, giinesre@yahoo.com, odellrl@comcast.net

-----Original Message-----

From: babs1950 <babs1950@aol.com>

To: babs1950 <babs1950@aol.com>

Sent: Tue, Sep 16, 2014 6:58 pm

Subject: updated/ corrected civic meeting Aug, 5, 2014

Civic Meeting Aug. 5,2014

The meeting was called to order at 7:30 by Pres. Vic Enos followed by the Pledge Of Allegiance.

The minutes were read by Donna Metzgar. Richard Glines wanted to clarify the minutes that the candidates for treasure stated The Democratic Candidate and should read A Democratic Candidate. He added the amount for the removal of the tree was \$1300. The minutes were then approved by Richard and second by Donna.

Sen. Brian Townson had no updates to report as they were not in session but the primary is on September 9 He got married on the weekend so congratulations to the couple. He spoke with Ed Osienski about the DUCIOA Law who was checking with the house attorneys.

It is Osienski was not able to attend due to a conference in Baltimore he sent his legislative aide to report to the meeting that the Kensington Lane and Marrows Road to Kingston repaving project should start in 1 to 2 weeks. Mr Osienski and Mr. Wheatley met with Newark officials on the 25th to determine the property line which is 4 feet from the Telephone pole. They also checked out the 24" sewer lines around Cool Run Creek and found two of them. One was broken and it will be repaired & encased in concrete to be used if needed. The City of Newark also checked out the depth of the retention pond to see if it was exceeding the ponds level if so they will notch it out so to help reduce flooding. The mosquito problem is being checked out by Denareck. They believe the mosquitoes are not coming from the pond but from another source and they are still investigating. The old Newark Road has a lot of debris which is Del Dots job to keep and to maintain the sides of the road also the road itself is in need of repairs. They have started the curbing on Kensington Lane. Miss Dillard did the crime report from June 1 to Aug 5 th 4 burglaries, 11 crime, 7 arrest, 8 thefts, 4 criminal trespassing and 50 prevention checks. The code report had unregistered vehicles, debris, high grass, vacant homes, no permits. Overall the numbers were down for the summer.

The property at 37 Carsile has had multiple code reports, back taxes and fees

it's been in decline for multiple years and she would like to have it moved to the legal department & have it go to sheriff sale. Ms. Dillard will be having a letter sent to the owner at the corner of Chaucer & Marrows Rd. The bushes & trees to be cut back it is very dangerous for drivers. She also put out a newsletter about changes to the smart 911, A center for disability studies, a lunch, time learning program and the Veterans Carnival on September 10 from 5 to 8 at the Embassy Hotel. Ms. Dillard stress the importance of calling in 911 calls because deploying police to places that have more activities will get them there faster.

The treasures report is in the display case. The copier was not working that only copy for now.

Little K ditch clean up on the July 25 Mr. Wheatley, representative Osienski and the Newark Public Works representatives meet to determine whose property this area is. On July 30 Mr. Wheatley met with Claire Garrisons the State of Delaware Volunteer Coordinator to coordinate volunteers to clean up this four to five hundred ft. area. On 8/1 Ms. Dillard, Mr. Osienski & Mr. Wheatley had conference call with Clarie Garrison as a possibility to get groups to help with this cleanup and she will need several things before we move ahead. First the permission from the board for the volunteers to go on the property. Second the removal of the debris. Third possible lunch for the volunteers which would be 6 to 8 people. Fourth the representatives may be able to pick up the tab for the removal of the debris. Possibly using the BCI truck to haul debris to the Polly Drummond recycle. Last the board needs to choose a date when the volunteers could do the work. Ms. Garrison would like to know this information by Wednesday, August 6. Mr. Wheatley pasted pictures around from 2011 to 2014 when this area had last been cleaned. It has not been maintained for the past four years. Question ask if this could be a code violation and the answer is yes but fortunately we have not had a fine yet. The engineer from public works suggest that after the clean out the stones at the end of South Kingston be re arranged and K 31 underlay be put down and seeded. This would prevent erosion along the sides.

Vic needs to check with our insurance company to see if we have coverage or if we need a rider to cover the volunteers that would be doing the work.

Mr. Wheatley outlined how the election was going to be handled. It has to be publicized in the Brookside for the people to know to run. You need to submit your name and a resume give it to a committee member, mail it or drop it off at the BCI Building. He can then publish a slate of candidates. Mr. Wheatley and the board are hopefully going to send a referendum of the bylaws in with this Brookside. They have not been revised since 2006. The committee was been working on revising them for the past three years. and they are really waiting on the DUCIA information from Mr. Osienski.

Updates Mr. Wheatley read a summary of the audit report for 2013 and 14 which will be attached to the minutes. The maintenance building has had a new roof put on and are scheduling for painting to be done by the Lions Club members. Public Safety Day is on September 27, the flea market is October 18 with a rain date of the 25th. The audit committee asked for May and June's records on Monday to start reviewing. The meeting was adjourned at 8:55.

Respectfully

October 2014

No Meeting



Victor Enos <bcipark@gmail.com>

BCI Election - Secret Ballots

4 messages

PJSKI21@aol.com <PJSKI21@aol.com>

Tue, Oct 28, 2014 at 10:26 AM

To: mhoffman@bairdmandalas.com

Cc: elisadiller@yahoo.com, bcipark@gmail.com, glinesre@yahoo.com, meany2susan@gmail.com, donanana@yahoo.com, odellrl@comcast.net, Edward.Osienski@state.de.us, followingmyfate@yahoo.com, lseltzer7@yahoo.com, BAH51950@aol.com, bryan.townsend@gmail.com, bwheat50@comcast.net, johndash@comcast.net

It has been the policy of BCI since its inception in the 1950s that all election ballots would be secret, giving members the right to make their decisions without intimidation or pressure. I have just learned that the BCI attorney has stated that secret ballots are not necessary and that the current election can proceed.

According to the BCI bylaws, a notice to all residents was due by 9/15 announcing a slate of candidates. **THIS DID NOT HAPPEN.**

Nominating petitions signed by 30 residents can be accepted by October 1; however, since residents were never informed of an election, this condition was automatically omitted.

All members in good standing are required to receive a ballot at least ten days before the scheduled election. **THIS DID NOT HAPPEN.**

In fact, the mailing was rejected in large part, and members never received ballots, because the committee violated postal rules for such mailings. The rejected mail was turned over to a board member and disappeared, rather than arranging for a second mailing.

How can residents vote when their mailing sticker voids their privacy and, in fact, many residents have never received the required ballots?

BCI at this time has not followed the bylaws and conducted a valid election, and action must be taken immediately to follow BCI bylaws and proceed in a legal manner.

Jean P. Skibinski

Victor Enos <bcipark@gmail.com>

Tue, Oct 28, 2014 at 11:28 AM

To: "DeRienzo II, Louis P - Washington DC" <louis.p.derienzo@usps.gov>

[Quoted text hidden]

DeRienzo II, Louis P - Washington, DC <Louis.P.Derienzo@usps.gov>

Tue, Oct 28, 2014 at 12:55

PM

To: "DeRienzo II, Louis P - Washington, DC" <Louis.P.Derienzo@usps.gov>, "PJSKI21@aol.com" <PJSKI21@aol.com>

Ms. Skibinski,

I can appreciate your email in regards to the Brookside elections. However many of your statements are untrue. I also do not appreciate that as the election committee chairman that I was not included on this email string and this was not brought to my attention prior. In response to your acquisitions in the email below, I will just say the following:

- 1) There are bylaws by which the community is run and this includes elections. The bylaws do not state that the election needs to be anonymous. They just state that all homeowners in good standing with the community be allowed the opportunity to vote. With or without a mailing label on the ballot, they are still allowed to vote and many have today and taken off the label or left it on. Their choice. I also stated on the ballot and in the newsletter and at the last community meeting that additional ballots are available and they are at the election today. So you may still place an anonymous ballot if you wish until 8pm tonight. If it is policy to have an anonymous ballot, then this should have been included in the bylaws to follow as all we have done as an election committee is follow the bylaws.
- 2) A newsletter stating the call for candidates was sent out in August and that regular requests to be on the board were being accepted until Sept. 15th. A listing of candidates wasn't sent out until Oct 15th as other potential candidates could have put in a request to be on the ballot until October 1 and sending out a potential list of candidates on the 15th of Sept would be impossible to complete with the deadline to turn in your request was at midnight on that same day. The newsletter sent out in August also listed the names of delinquent homeowners who are not allowed to vote under community bylaws. All voters need to provide their address and ID when they vote so we can check their name against the list of voters that are allowed vs those not allowed to vote.
- 3) Members were notified that they had until October 1st to submit petition requests to be on the board with 30 signatures and this is clearly stated in the bylaws which every homeowner was provided in an earlier

newsletter. This was also stated at the board meeting.

4) As far as residents not receiving their ballots, the election committee and other community members (none of whom are on the board), participated in preparing the ballots and getting them ready for mailing. The newsletters went out on the 15th of October without a problem. The ballots, because they were sealed by staples were delayed one day and mailed out on October 16th. Most people received ballots in the mail on Saturday October 18th which is ten days prior to the election as stated in the bylaws but all ballots were mailed out. The ballots you think were thrown away, were actually the extra ballots printed and are available today at the community center for those who for one reason or another did not get, or lost or threw out their ballots not knowing what they were or for those who didn't want to turn in a ballot with their name on the label. I still have about 250 or so here at the center now.

5) I work for the USPS as you can see by my email signature below and I did check with the Newark Post Office on the mailings to ensure they went out on-time and about the issues you are stating with homeowners not receiving their ballots. I work for Postal Headquarters in Washington, DC and also was a letter carrier and former Postmaster in Wilmington so I know how the mail works and flows in this area. The ballots were sent to the plant to be worked on the sorting equipment and some jammed in the machine as many mailings do from time to time. This caused some of the mailing to be damaged. But the majority of the ballots were delivered timely as seen today by the many ballots being placed. It is not the Board's fault or election committees fault if a mailing is damaged in shipping. It is our duty though to provide alternative ways to cast a ballot in case something happens and we are doing so by having the ballots available all day at the community center today from 10am-8pm. All rules regarding this election were followed and the election is going on as planned today.

6) By contesting this election, you are basically stating that you would like the community to spend additional funds on reprinting a newsletter to again announce candidates that was sent out, send out new ballots which again would cost additional money and cost money to mail and also to have someone else spend and entire day volunteering to man the election polling place at their own expense as I assure you, I had to take annual leave to be here today to run the election and I could have rather been at work or enjoying a day of annual leave doing something much more exciting.

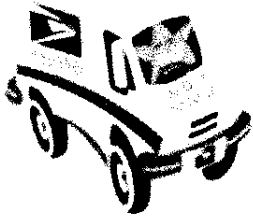
7) With no one running against 3 of the positions and one position left entirely vacant, (secretary), we only have one contest in the election which includes the positions of directors. There are 4 open positions according to the board and 5 candidates. The newly elected board at the next meeting can also appoint someone to the vacant Secretary position. It is sad that so few people are willing to volunteer for a position to help the community. If you are desiring to assist the community and were not able willing to serve, I'm sure the newly elected board would be very happy to place you on the board in the vacant secretary position. If you were not willing to serve and are just sending out emails to stir the pot so to speak, then you are one of the main reasons why people do not wish to serve on the board and I suggest that before you make accusations about what is being done or not being done to serve/help this community, you speak to the people doing the work privately rather than making a public display via email to people without first taking the step to talk to those involved first. I volunteered to this committee to help the community and was thrown a curve ball when Bill Wheatley whom I noticed you included on this email stepped down unexpectedly. That left us little time to correctly hold the election but we did manage to do so and follow all the bylaws in the process. If you care to show me one valid point where we did not follow the bylaws for this election, or think you could do a better job at it, you are more than free to do so. But as a homeowner in Brookside in good standing myself, I do not see it a very good spending of community funds to hold another election and go through the cost to our budget when no one else volunteered to run for the positions. You can't say no one knew about the elections as there were 5 people currently running for the director positions that did as well as the 3 other elected positions. If people took the time to get involved and actually participate in the meetings or get involved to help out in the community more, they would be well informed.

8) I want to thank Bill Wheatley for talking to me at the Public Safety Day and reviewing the bylaws with me for the election. He even though he stepped down, answered some questions for me on the election and we also contacted the lawyers from the community to ensure we were following the bylaws and rules of the election. He didn't have to provide me any information as he had already stepped down. He also asked questions at the last board meeting and I answered them and he was satisfied with my responses as were the entire group of attendees and the board. The election is being run fairly and justly and every member of the community has an opportunity to vote and if they wish to do it without a label on their ballot can do so. I consider this contesting of the election proceedings to be nothing more than an attention seeking ploy but I wish you the best. Have a great day. Don't forget to come on down to vote today. But please bring your ID with you so we can mark you off on the list as a homeowner in good standing.

Very Truly Yours,

Louis DeRienzo

Election Committee Chairman



Louis DeRienzo, PMP

USPS HQ Global Business

GXG Program Manager

475 L'Enfant Plaza Rm 5435

Washington, DC 20260

(202) 268-7094 (Office)

(202) 680-9141 (Cell)

(650) 577-4929 (Fax)

****All or part of this email may contain information of a secure nature. At no time should its content be shared or forwarded to other parties without the expressed written consent from the sender and the U.S. Postal Service.*

[Quoted text hidden]

Michael Hoffman <mike@bmbde.com>
To: "DeRienzo II, Louis P - Washington, DC" <Louis.P.Derienzo@usps.gov>
Cc: Victor Enos <bcipark@gmail.com>

Wed, Oct 29, 2014 at 10:01 PM

Mr. DeRienzo -

Thanks for copying me on your response. I am not sure whether Ms. Skibinski will choose to respond, but if she does, I would ask that you please forward her response to me. Your e-mail below is very thorough and I appreciate your taking the time to lay out this information. It is helpful. Should this e-mail elicit a response, however, BCI should be measured in its response.

I hope the election went well. Please do keep me posted of any issues.

Best -

Mike

From: "<DeRienzo II>", "<Louis P - Washington>", DC <Louis.P.Derienzo@usps.gov>
Date: Tuesday, October 28, 2014 at 12:55 PM
To: "DeRienzo II, Louis P - Washington, DC" <Louis.P.Derienzo@usps.gov>, "PJSKI21@aol.com" <PJSKI21@aol.com>
Subject: RE: BCI Election - Secret Ballots

[Quoted text hidden]



Victor Enos <bcipark@gmail.com>

BCI Executive Board M.M. Sept 16, 2014

1 message

bahs1950@aol.com <bahs1950@aol.com>

Mon, Nov 17, 2014 at 10:51 AM

To: Vic Enos <bcipark@gmail.com>, John Dash <johndash@comcast.net>, Donna Metzgar <donanana@yahoo.com>

*BCI Executive Board Meeting
September 16, 2014*

The meeting was called to order by Pres. Vic Enos at 7:10. All board members were present. A moment of silence for Bob.

Report on what progress has been made with projects. The Lions Club was 90% done two doors and the back are still to be completed. The heater needs cleaned and a contractor to be signed. We have been using Kenny Weaver for our heater maintenance.

New banners were bought for the public safety day which cost \$150 the dates can be changed each year. No rain date has scheduled. If it rains it will be canceled.

The CPA is still sending statements and will not explain the reason for the extra cost. We need to know so the bill can be paid.

Vic read a rebuttal letter in response to his centaur letter. Motion was made by Richard and second by Donna to attach this to the minutes. All approved.

Pres. Enos thanked Mr. Dash for apologizing for the confrontation that occurred at the last civic meeting.

Mr. Dash ask about the trees in the creek if there was a work order prepared. Vic will follow up with the county. Mr. Odell then reported two or three trees on the other side of the creek that are down that should also be checked.

We need to hire a maintenance man as Stan is now building maintenance on weekends only. We have Mike Stroll and Doug Dash applying. Donna made a motion to hire Doug Dash as a part-time maintenance man at \$12 an hour. An ad can be put in the paper for next spring for a full-time maintenance man seconded by Smith and all approved.

Mr. Glines read the new policy statement for the board. Four directors in addition to four officers all members agreed. Little K ditch cleaning- suggestion was made that we use the Boy Scouts and there are three troops to choose from in this area. They have their own insurance and we would just need to sign off on their paperwork for them to get credit for their badges and give them lunch.

Update on the shooting here in Brookside. Ms. Andrea Smith got probation for six months with a \$600 fine. The killer is still on the loose because no one will talk.

We discussed the rental prices for the building moving the price for the residents from \$125 to \$175, the nonresidents to \$ 250, the security deposit remaining the same. The prices will go into effect December 1. We decided to table it till we get a new board.

Signs - We purchased two No Loitering signs to be placed in the development because the police can't remove people without having signs posted.

The county spokesman Jerry Bedford said they are going to remove 27 trees off the east side of Old Newark Road and will replant trees or bushes anywhere that we choose in Brookside. We have decided along the fence behind the Lions building. Some beside the BCI building like cherry blossoms or forsythia bushes.

The 24th Democratic Party wanted to advertise in Brookside. We have to say no because we need to stay politically neutral.

The board is going to have a meeting with the audit committee and Donna suggest that we have the chairman be the spokesperson for the audit committee and she could report to the rest of the committee.

The parking lot, we received three estimates to seal coat and stripe the parking lot. The motion was made by Rodger to use Affordable Asphalt second by Donna and all in favor.

Results from the survey to Donna put on the Brookside. Comments were on cats in the community, snow removal, neglected yards, speed bumps, increase in police, having outdoor picnics, love the yard sales, benches in the park, deed restrictions revised, baseball court & the Brooksider to come out a little earlier when there's activities to schedule. Topic for the civic meeting ways to increase the property value.

We discussed the 87 ers to help with the new basketball court. The basketball court at Little K. Suggestion was made that it be enclosed with a key card to access the court by residents with a time frame till dark.

We need more police presents on Martindale, Montdale and 3 and 19 McKay Street. These areas seem to be hotspots. We discuss the audit committee starting a new audit. The lawyer suggested that we could do an audit but we need to

change the audit committee.

We discussed Mr. Wheatley's request to have his statement changed on the June Civic Meetings Minutes. We listen to his clip from the civic meeting. The minutes were not personal but he was not allowed to see them and that he was denied access to the minutes. The documents had been removed so therefore he know longer needed to see the minutes. His statement will be revised in the next civic meeting minutes.

Meeting adjourned at 9:34

Respectfully,

Barbara Smith



Victor Enos <bcipark@gmail.com>

Brookside Civic Meeting Minutes

2 messages

bahs1950@aol.com <bahs1950@aol.com>

Tue, Dec 2, 2014 at 2:24 PM

To: Vic Enos <bcipark@gmail.com>, John Dash <johndash@comcast.net>, Donna Metzgar <donanana@yahoo.com>, "kellyyetter2008@comcast.net" <kellyyetter2008@comcast.net>, "deladybug66@aol.com" <deladybug66@aol.com>, Beverly Scholfeild <qobm47@yahoo.com>

Brookside Civic Meeting Minutes
November 5, 2014

The meeting was called to order by Pres. Vic Enos at 7:30 followed by the pledge of allegiance

The minutes were read and approved with a correction of the schools in Wilmington possibly being taken over by the state not the county. Motion was made by Donna Metzgar to approve the minutes second by Mr. Dash all approved.

Tom Gordon expressed his support for the good work the board has done.

Brian Townsend reported on the Kensington repaving project. It's next on Del Dot list. They are running behind in their projects but it should be done before the company closes for the winter. He will also check on any update on the pond in section C.

He discussed the possibility of more opportunities to have activities like the nonprofit youth sports soccer club for the kids in this area.

Ms. Dillard thanked officers Sorrell for the work he's been doing on the 911 project. The next meeting we will have a representative from New Castle County and Newark concerning the 911. They will discuss this issue. 37 Carlise update it's been sent to the legal department to go to sheriff sale. The land-use department will be removing debris from around the house. Code reports are very light this month. Three tall grass, 2 for tires in yard and three for parking cars on the grass.

Ofc. Sorrell reported there was a person found dead in the wooded area of the park near Matthews. It was approximately a 44-year-old male. It was not a homicide it takes about 7 to 10 days to get the results of the autopsy. Since putting up the new no loitering signs up there have been no issues in that area. The police have been patrolling the streets and the parklands regularly. We have had one burglary this month and over hundred traffic stops.

Election results Louis announced the results of the election. Latoya, Mr. Brown, and Lou were here at the building from 10 to 8 on election day October 28. They had about 136 votes. The new board is as follows Vic Enos Pres., Mr. Dash vice president, Donna Metzgar treasure. Directors are Kelly Yetter, Barbara Smith, Abby and Beverly Scofield. He explained how the post office had a problem with the delivery of the ballots.

The Santa's tour will be December 13 about a two hour tour. It will be on the main streets like Brookside Blvd., Kensington and Kenmar. Details will be in the Brooksider. Party to follow at the BCI building. Anyone wanting to put an ad in the Brooksider see Janice in the office on Monday, Wednesday and Friday from 10 to 1. CJ explained problems he has been having with the post office. Ordering several packages several times & having them being scanned they have been delivered to his home when in fact they have actually not been delivered but left on the truck and take home by the carrier. This has even been done in front of an inspector. We will be putting this information in the Brooksider and on Facebook to let the residents know of this problem especially during this season of the year. If you are having problems with your mail or packages being delivered the best thing to do to get action is to complain to our officials the more complaints they get the more chances there is of them looking into the problem and also let Vic know he can coordinate the information and send it to the postmaster general in D.C.

The meeting adjourned at 8:20 P.M.

Respectfully,

BROOKSIDE COMMUNITY, INC.
Executive Meeting Minutes – December 17, 2013

PRESENT: Victor Enos, Richard Glines, Donna Metzgar, Jean P. Skibinski, Beverly Schofield, Barbara Smith, Bill Wheatley

A quorum was present.

The meeting was called to order at 7:05 p.m. by President Enos.

Minutes of the November 19 meeting were approved as presented.(Glines/Metzgar)

Treasurer Metzgar reported that work is in progress on efilng delilnquent accounts, while the updated hall rental contract remains to be put into the computer. She continues to analyze various segments in the accounting system to identify the \$9,489 charge under legal expense. A complete review of rentals has been completed, with more categories of the budget to be scrutinized in an effort to identify this entry. No financial report was provided.

Ms. Schofield reported bids have been received for trash/recycling removal from Allied Waste, Waste Management (our current provider), Waste Industries (IDS), and DE Cheaper Trash. She noted that Waste Management's new bid was more than \$100 less per month than we are currently paying. Although Allied Waste provided a lower figure, there was concern in contracting with them. After extensive discussion, it was agreed that Ms. Schofield will contact Waste Management to seek a lower quote in the \$150/month range before a final decision is made.

Mr. Enos discussed lighting in the building. Rentals are not pleased with the strong overhead lighting that cannot be dimmed. He suggested installing sconces on the walls which can provide softer lighting. Discussion developed the need for 7 or 8 sconces, which are reasonably priced. A registered licensed electrician (Jim Wills) is available to do the installation at a reasonable cost. Halogen lights are not to be used.

Mr. Enos suggested installing a screen and projector. Consensus of the Board was that there is little need for such equipment by renters who use the building, and the subject was tabled.

Rep. Osienski, Senator Townsend and Mr. Enos toured the community and prizes for Christmas decorating were awarded to the residents of (1) 6 Montrose Drive, (2) 1009 Marrows Road, (3) two-story home on Kollman Drive and (4) 17 Millbrook Road. A donated \$50 gift certificate was first prize, with \$25 donated certificates to the remaining winners.

The Santa Tour and party was a success. The party at the community building was well attended with DJ entertainment, food, gifts for the children and pictures with Santa. Costs totaled \$785, consisting of \$400 for Santa (\$50 over approved quote to be covered by donations of \$25 from Sen. Townsend and Mr. Enos); \$280 for food and drinks, and \$105 for candy canes and incidentals.

Mr. Wheatley pointed out that both maintenance men were present on December 13 at the building, and inquired why both were present to do some minor paint touch-up. Ms. Metzgar also pointed out the Bill Scott was observed spending his time talking on his cell phone instead of working. Bob Strohl's responsibilities do not include supervising Scott, and in winter season only one maintenance man is to be on duty—whether alternating weeks, or laying off one person. Effective supervision was questioned. Mr. Wheatley agreed to assume the responsibility of supervising maintenance personnel.

Mr. Wheatley reported that he is working on two grant applications to the Delaware Community Foundation. The first for \$25,000 is a capital grant to cover major renovations to the brick exterior of the community building; repairs to the building parking lot curbs and recoating the parking lot; repair and replacement of sidewalks to parkland including walks at Chaucer Drive, Matthews Road, Martindale Drive, from the Community Bldg. to Martindale, and three slabs at Kenmar Road.

The second grant application for \$5,000 is for equipment, including park benches, fencing Little K basketball area, benches off Cameron Lane, trash receptacles and playground equipment.

The grants require references and he has already received commitments for these recommendations. Information required by the grantor includes an audit report, budget information, balance sheet, and our EIN number for a 501(c)3 organization which will be provided by the Treasurer.

The meeting adjourned at 9:15 p.m.

Jean P. Skibinski

Secretary